

**NEW JERSEY DEPARTMENT OF EDUCATION
NO CHILD LEFT BEHIND (NCLB)
TITLE I COMPARABILITY REPORT FORM**

Local educational agencies (LEAs) are required to submit a Title I Comparability Report as a condition of receiving Title I funds. The Comparability Report form is due by December 1, 2004. The form must be mailed to the following address:

The New Jersey State Department of Education
Application Control Center, P.O. Box 500
Trenton, NJ 08625-0500

The following information will assist LEAs in completing the Title I Comparability Report form and in documenting the effectiveness of efforts to meet assurances for Title I requirements for Comparability of Services (Section 1120A (c)) and for allocating local funds between Title I schools and non-Title I schools.

Procedures and Records - Each local educational agency assisted under this part shall develop procedures for compliance with this subsection and maintain records that are updated biennially documenting such agency's compliance with this subsection.

The LEA must also maintain records to document its assurance that it has established and implemented a LEA-wide salary schedule and policies to ensure equivalence among schools in staffing and in the provision of curriculum materials and instructional supplies.

Note:

- A Charter School is considered as a one building LEA.
- Schoolwide programs are not exempt from Comparability requirements

INSTRUCTIONS

Comparability Title Page:

LEA Name:	Enter the name of the LEA.
County	Enter the county of the LEA.
LEA Code:	Enter the 2 digit county code followed by the 4 digit LEA code assigned.
Contact Person:	Enter the name, title, telephone number, fax number and e-mail address of the person completing this form.
CSA Signature:	Provide the signature of the Chief School Administrator or Charter School Lead Person.

Item 1:

Self Explanatory

Item 2:

Self Explanatory

If your LEA is exempt from Comparability requirements based on item 2, STOP HERE and submit the completed form. Spreadsheets do not have to be completed.

Item 3:

Check EXCLUSIONS which your LEA is utilizing. An LEA may exclude only those programs for Limited English Proficient Fulltime Equivalent (FTE) students and children with disabilities (excess costs- FTE) approved by the NJDOE that meet the intent and purposes of Title I, Part A.

An LEA may exclude approved programs only if it does so for all Title I and non-Title I schools in which the program operates.

I. Comparability Report Form/Spreadsheet:

Complete a separate spreadsheet for each grade span group being reported.

For districts in which all schools in a grade span are Title I schools continue with the "Comparability-All Title I" spreadsheet.

For districts with a mixture of Title I and non Title I schools in a grade span continue with the "Comparability-Mixed Schools" spreadsheet.

"Comparability-All Title I" Spreadsheet**Header Information**

- Enter the LEA Name and LEA Code
- Enter the County Name and County Code

Grade Span Group Reporting Procedure

GRADE SPAN GROUP COMPARISONS:

Grade Span Definitions:

- ☐ An elementary school is defined as any school that ends at grade 6 or below.
- ☐ A middle school is any school that ends in the 7 through 9 grade range.
- ☐ A high school is defined as any school that ends at grade 10 or above.
- ☐ "Other" if your LEA's grade spans do not fit the three categories listed.

Column 1: Enter the School Code for each school in the grade span.

Column 2: Enter the School Name for each school in the grade span.

Column 3: Enter the Poverty Level for each school in the grade span. (As indicated on the Title I Eligibility Page of the district's EWEG NCLB Application)

Column 4: Grade Span: List the range of grades in each building from lowest to highest.

Column 5: Total Pupils Enrolled: Enter the FTE (to the nearest tenth) student enrollment in each school. A half-day kindergarten child should be reported as a .5 FTE. Report all enrolled pupils regardless of program status. For example, include students receiving services for LEP and disabilities.

Column 6: FTE Staff: Enter the total FTE (to the nearest tenth) for all instructional staff assigned to each school building.

Definitions

- A full-time equivalent is defined as a person hired on a full-time basis for the entire school year. A person hired on a full-time basis for a portion of the school year should be entered as that percentage of a full-time equivalent. All other personnel should be apportioned accordingly. For example a person hired on a full-time basis for 1/2 of the school year should be entered as .50 FTE; a person hired on a half-time basis for 1/2

of the school year should be entered as .25 FTE. Staff assigned to more than one building should be prorated across building assignments.

Note: The LEA must EXCLUDE instructional staff funded under all federal programs (NCLB, IDEA, Perkins).

Note: If the LEA utilized an EXCLUSION (Item 3 on the Title Page), the instructional staff funded by those programs may be excluded on an FTE basis. Data to support the exclusion must be on file in the LEA office and available to the NJDOE upon request.

- Instructional staff is defined as staff members who provide instruction to children or who assist or supervise those staff members who provide instruction. The term may include teachers, principals, consultants providing instructional services, supervisors of instruction, librarians, school nurses, and guidance and psychological personnel, school social workers. Also included are paraprofessionals and other instructional staff members providing services.

LEAs should not include those personnel considered non- instructional staff such as attendance officers, bus drivers, home school visitors, and others who enforce compulsory attendance laws, analyze causes of nonattendance and bring together the home, school and community to solve individual student attendance.

Column 7: This column is computed automatically in Excel dividing Pupil Enrollment/ Staff FTE

Column 8: IF an “X” appears (it will appear automatically) Contact the Office of Grants Management at 609-633-6974 for further instructions.

I. “Comparability-Mixed Schools” Spreadsheet

Header Information

- Enter the LEA Name and LEA Code
- Enter the County Name

“Comparability-Mixed Schools” Spreadsheet (Continued)

Grade Span Group Reporting Procedure

GRADE SPAN GROUP COMPARISONS:

Grade Span Definitions:

- ☐ An elementary school is defined as any school that ends at grade 6 or below.
- ☐ A middle school is any school that ends in the 7 through 9 grade range.
- ☐ A high school is defined as any school that ends at grade 10 or above.
- ☐ “Other” if your LEA’s grade spans do not fit the three categories listed.

Non-Title I Schools

Column 1: Enter the School Code for each school in the grade span.

Column 2: Enter the School Name for each school in the grade span.

Column 3: Enter the Poverty Level for each school in the grade span. (As indicated on the Title I Eligibility Page of the district’s EWEG NCLB Application)

Column 4: Grade Span: List the range of grades in each building from lowest to highest.

Column 5: Total Pupils Enrolled: Enter the FTE (to the nearest tenth) student enrollment in each school. A half-day kindergarten child should be reported as a .5 FTE. Report all enrolled pupils regardless of program status. For example, include students receiving services for LEP and disabilities.

Column 6: FTE Staff: Enter the total FTE (to the nearest tenth) for all instructional staff assigned to each school building.

Definitions

- A full-time equivalent is defined as a person hired on a full-time basis for the entire school year. A person hired on a full-time basis for a portion of the school year should be entered as that percentage of a full-time equivalent. All other personnel should be apportioned accordingly. For example a person hired on a full-time basis for 1/2 of the school year should be entered as .50 FTE; a person hired on a half-time basis for 1/2 of the school year should be entered as .25 FTE. Staff assigned to more than one building should be prorated across building assignments.

Note: The LEA must EXCLUDE instructional staff funded under all federal programs (NCLB, IDEA, Perkins).

Note: If the LEA utilized an EXCLUSION (Item 3 on the Title Page), the instructional staff funded by those programs may be excluded on an FTE basis. Data to support the exclusion must be on file in the LEA office and available to the NJDOE upon request.

Instructional staff is defined as staff members who provide instruction to children or who assist or supervise those staff members who provide instruction. The term may include teachers, principals, consultants providing instructional services, supervisors of instruction, librarians, school nurses, and guidance and psychological personnel, school social workers. Also included are paraprofessionals and other instructional staff members providing services

LEAs should not include those personnel considered non- instructional staff such as attendance officers, bus drivers, home school visitors, school social workers and others who enforce compulsory attendance laws, analyze causes of nonattendance and bring together the home, school and community to solve individual student attendance

Column 7: This column is computed automatically in Excel dividing Pupil Enrollment/ Staff FTE

Column 8: For Non Title I Schools this column will remain blank.

Title I Schools

Column 1: Enter the School Code for each school in the grade span.

Column 2: Enter the School Name for each school in the grade span.

Column 3: Enter the Poverty Level for each school in the grade span. (As indicated on the Title I Eligibility Page of the district's EWEG NCLB Application)

Column 4: Grade Span: List the range of grades in each building from lowest to highest.

Column 5: Total Pupils Enrolled: Enter the FTE (to the nearest tenth) student enrollment in each school. A half-day kindergarten child should be reported as a .5 FTE. Report all enrolled pupils regardless of program status. For example, include students receiving services for LEP and disabilities.

Column 6: FTE Staff: Enter the total FTE (to the nearest tenth) for all instructional staff assigned to each school building.

Definitions

- A full-time equivalent is defined as a person hired on a full-time basis for the entire school year. A person hired on a full-time basis for a portion of the school year should be entered as that percentage of a full-time equivalent. All other personnel should be apportioned accordingly. For example a person hired on a full-time basis for 1/2 of the school year should be entered as .50 FTE; a person hired on a half-time basis for 1/2 of the school year should be entered as .25 FTE. Staff assigned to more than one building should be prorated across building assignments.

Note: The LEA must EXCLUDE instructional staff funded under all federal programs (NCLB, IDEA, Perkins).

Note: If the LEA utilized an EXCLUSION (Item 3 on the Title Page), the instructional staff funded by those programs may be excluded on an FTE basis. Data to support the exclusion must be on file in the LEA office and available to the NJDOE upon request.

Instructional staff is defined as staff members who provide instruction to children or who assist or supervise those staff members who provide instruction. The term may include teachers, principals, consultants providing instructional services, supervisors of instruction, librarians, school nurses, and guidance and psychological personnel, school social workers. Also included are paraprofessionals and other instructional staff members providing services

LEAs should not include those personnel considered non- instructional staff such as attendance officers, bus drivers, home school visitors, school social workers and others who enforce compulsory attendance laws, analyze causes of

nonattendance and bring together the home, school and community to solve individual student attendance

Title I Schools (Continued)

Column 7: This column is computed automatically in Excel dividing Pupil Enrollment/ Staff FTE

Column 8: IF an “X” appears (It will appear automatically) Contact the Office of Grants Management at 609-633-6974 for further instructions.

**NEW JERSEY DEPARTMENT OF EDUCATION
NO CHILD LEFT BEHIND (NCLB)**

TITLE I COMPARABILITY TITLE PAGE

THE COMPLETED FORM MUST BE MAILED TO THE
**NEW JERSEY DEPARTMENT OF EDUCATION,
APPLICATION CONTROL CENTER, P.O. BOX 500
TRENTON, NEW JERSEY 08625-0500**
AND A COPY KEPT ON FILE AT THE DISTRICT.
THE COMPLETED FORM IS DUE
DECEMBER 1, 2004.

***** REFER TO INSTRUCTIONS BEFORE COMPLETING THIS FORM*****

LEA NAME _____ COUNTY _____

LEA CODE ____ - ____ - 05

Contact Person
Name: _____ Telephone: _____
Title: _____ Fax #: _____
E-mail address: _____
Signature of Chief School Administrator _____

This form is to be completed using Fiscal Year 2004-2005 data (i.e. student enrollment counts, instructional staff FTEs). Each school must be listed only once.

1. Check the appropriate line below:
_____ The district receives Title I funds. (Proceed to item #2)
_____ The district does not receive Title I funds. (STOP here and mail this form to the NJDOE at the address above.)
2. ____ Check if the LEA is exempt from Comparability requirements because it has one building per grade span in the LEA (non-overlapping)

If your LEA is exempt from Comparability requirements based on item 2, STOP HERE and submit the completed form. Spreadsheets do not have to be completed.

and/or locally-funded programs for:

- a. _____ Limited English Proficient (FTE)
- b. _____ Children with Disabilities - Excess Costs (FTE)

CONTINUE WITH SPREADSHEET(S):

For districts in which all schools in a grade span are Title I schools, continue with the **“Comparability-All Title I” spreadsheet.**

For districts with a mixture of Title I and non-Title I schools, continue with the **“Comparability-Mixed Schools” spreadsheet.**

LEA NAME AND NUMBER:
COUNTY NAME & NUMBER
2004-2005

COMPARABILITY REPORT - MIXED SCHOOLS

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
School Code	SCHOOL	Poverty Level	Actual Grade Span	Pupils Enrolled	F T E Staff	Col. 5 / Col. 6	If Not Comparable Mark " X "

NON-TITLE I SCHOOLS

Count 0 0
Average Aver. Col. 7A

Average of NON-TITLE I Schools

	TITLE I SCHOOLS						

Col. 7B

(110 % of 7A)

NOTES:

Column 7 for each school must be less than or equal to Column 7B